

Note for Hoffman, Denise

*** URGENT ***

From: Lattanzio, Ted
 Date: Fri, Mar 25, 1994 12:55 PM
 Subject: FW: WRA/SA 3/8 Follow-Up
 To: Andrade, Tony; Borelli, Thomas; Goodheart, Jan; Logue, Mayada; McAlpin, Loreen; Opocensky, Margaret; Pottorff, Mary; Purcell, Clare; Winokur, Matt
 Cc: Hoffman, Denise; Parrish, Steve

Conference call Monday 3/28 at 9:30 AM EST--3:30 PM Neuchatel Time.
 It should last 1 1/2 hours. Your suggestions for the agenda have been included.

AGENDA

- 1) Follow-up of action items from 3/8 meeting(see below)--All
- 2) OSHA Update--Federal, MD/WA/Others--Ted
- 3) Seitz Symposium--Ted, Tom
- 4) Korean Study Update, Discussion--Jan, Clare
- 5) IARC Update--Helmut, Mitch

6) Additional items--All

CIAR/FDA
~~FEA~~

4/11 strategy

Should you have any additional, specific items, there is still time to submit for the agenda.

WRA--location for the department is 14 D.

Loreen, please notify Denise Hoffman if Richard is being conferenced in with a telephone number.

Denise, please hard copy to George Patskan, Rick Solana, Ruth Dempsey, Helmut Reif and Mitch Ritter. Thanks.

From: Lattanzio, Ted on Wed, Mar 9, 1994 12:05 PM

Subject: WRA/SA 3/8 Follow-Up

To: Borelli, Thomas; Goodheart, Jan; Logue, Mayada; McAlpin, Loreen; Opocensky, Margaret; Pottorff, Mary; Purcell, Clare; Winokur, Matt

Cc: Hoffman, Denise; Parrish, Steve

To begin with, my thanks to all for the excellent, 1st "video" telephone, conference call. Everyone's active participation ensured that all are keep in the loop about ongoing activities/plans/strategies, etc. To that end, following are the items that required follow-up from the 3/8 meeting:

- 1) Mayada Logue to get a copy of the general plan relative to ASHRAE revision to interested individuals.

- ~~2)~~ Ted Lattanzio to set additional meetings with Burson regarding communications plans.
- ~~3)~~ George Patskan to relay requests to Clare Purcell regarding building study relative to budgets.
- ~~4)~~ Jan Goodheart to follow-up with Tony Andrade regarding ISO/Japan situation and additional follow-up.
- ~~5)~~ Rick Solana and George Patskan attending 3/14 Conference; with trip report to Loreen McAlpin.
- ~~6)~~ Ted Lattanzio to send information regarding Tozzi and projects to Richmond.
- ~~7)~~ Richmond to be brought into the loop regarding the Richmond Regency Square Mall activities(DONE--see ms mail to Loreen)
- ~~8)~~ ALL--to submit to Mary Pottorff any and all suggestions regarding the importance of Georgetown Data base; she will synthesize and give to Tony Andrade prior to next C of C meeting to ensure full funding.
- ~~9)~~ Matt Winokur to continue efforts regarding October conference and expected leak--contingency plan to be drafted by all involved.
- ~~10)~~ Ted Lattanzio will get to all final draft language(after approvals) relative to State Pro-Active agenda.
- 11) NEXT MEETING--Due to FET week and related activities, the next available meeting dates are somewhat limited and will preclude us from having one in 2 weeks--NEED your OK dates for the next conference call from the following--Monday, 3/28; Tuesday, 3/29; Wednesday, 3/30. After this brief hiatus, we will schedule future conference calls every other week(as we all discussed) and shoot for Monday's at 9:30 AM(3:30 PM Neuchatel). Also, items you wish to have considered, just let me know. An agenda will be circ: prior to the next conference call. Thanks.

Denise, hard copies to Tony Andrade, George Patskan, Rick Solana, Ruth Dempsey, Helmut Reif & Mitch Ritter. Thanks.

2046419007